Protecting the world's plant resources from pests

International Plant Protection Convention
Strategy and process on how the IC reviews and analyses Implementation and capacity Development projects

STRATEGY AND PROCESS ON HOW THE IC REVIEWS AND ANALYSES IMPLEMENTATION AND CAPACITY DEVELOPMENT PROJECTS[1]

1. Strategy on how the IC reviews and analyses ICD projects

Purpose

The purpose and intent of the 'Strategy on how the IC reviews and analyses ICD projects' is to identify how to collect, consolidate and share implementation and capacity development (ICD) project information from CP's, RPPO's, the IFU, donors and implementing organizations in a centralized IC managed repository to promote global 'best practice' principles, maximize research and development investment, promote project synergies, minimize duplication and facilitate networking opportunities amongst plant health professionals.

Components of the strategy

The strategy encompasses the following activities:

1. Collect worldwide phytosanitary ICD projects information from CP's, RPPO's, IFU, donors and implementing organizations;

2. Analyse whether these projects have relevant technical resources (i.e. guides, training materials, tools), experts and best practices to be shared and promoted through the IC;

3. Review relevant technical resources, experts and best practices to be shared and promoted through the IC and make them available in a centralized IC repository;

4. Develop communication plans to promote and share the relevant technical resources, experts and best practices on ICD projects to maximize research and development investment, promote project synergies, minimize duplication and facilitate networking opportunities amongst plant health professionals.

2. Process on how the IC reviews and analyses ICD projects

2.1 Categorization of the different types of ICD projects

There are 6 different types of projects and the role of the IC and the updates to be made vary as detailed in Table 1.

Table 1: Role of the IC and processing of information for the different types of ICD projects.

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[1] Agreed by IC 2019-05 see Appendix 14 to IC report.

	Type of ICD project	Role of the IC	Accountability	Update prepared for November IC meeting	Project Reporting Template (annex 1)
1	**New ICD projects managed by IFU**	Review and recommend	To the donor	Concept note presented by the IPPC Secretariat to the IC to ensure that that new project is aligned with the IPPC strategic objectives, has strategic value and a competitive advantage	/
2	ICD projects **managed by IFU** for which **the IC is the steering committee** (e.g. STDF Beyond Compliance project)	Steering committee	To the IC and to the donor	Presented by the IPPC Secretariat to the IC for guidance Virtual consultation as necessary	Filled in by the IC member assigned
3	**ICD projects managed by IFU** (e.g. IPPC China South South Copperation)	Analyze	To the donor	Presented by the IPPC Secretariat to the IC for information	Filled in by the IC member assigned
4	ICD projects managed by other institutions for which IFU is providing **backstopping** (e.g. FAO projects)	Analyze	To the donor	Presented by the IPPC Secretariat to the IC for information	Filled in by the IFU as appropriate
5	ICD projects managed by other institutions in which an **IC member or observer is part of the project team** (e.g. STDF project on surveillance)	Analyze	To the donor	Presented by the IC member or observer in charge to the IC for information	Filled in by the IC member assigned
6	ICD projects managed by other institutions in which **no IC member or observer is part of the project team**	Analyze	To the donor	Presented by the IC member or observer in charge to the IC for information	Filled in by the IC member assigned

Proposed IC Project Responsibilities

- **IC Project Review and Recommend** – the IC and relevant experts review a new project plan, proposal or concept note in detail against the IPPC Strategic Framework (2020-2030) and IPPC Framework for Standards and Implementation in order to evaluate and provide recommendations for endorsing the project.

- **Project Analysis** – Individual IC members examine the summary reports and detailed reports of ICD related projects to provide update reports in the form of presentations to the IC as part of November IC Meeting project reporting activities.

- **IC Project Steering Committee** – The key body of the project which is responsible for the oversight of governance and technical issues to ensure the successful delivery of the project outcomes and outputs The IC Project steering committee will:

  o Ensure the project's scope aligns with the IPPC Strategic Framework (2020-2030) and the IPPC Framework for Standards and Implementation, and agreed requirements of the key stakeholder groups

  o Provide those directly involved in the project with guidance on project governance and technical issues

  o Ensure effort and expenditure are appropriate to stakeholder expectations

  o Ensure that strategies to address potential threats to the project's success have been identified, costed and approved, and that the threats are regularly re-assessed

  o Address any issue which has major implications for the project

  o Keep the project scope under control as emergent issues force changes to be considered

  o Reconcile differences in opinion and approach and resolve disputes arising from them

  o Report on project progress to those responsible at a high level meetings such as Bureau, SPG and CPM.

2.2 Collect worldwide phytosanitary ICD projects information

A call will be issued on the IPP every year in September by the IPPC Secretariat to collect worldwide phytosanitary projects from CP's, RPPOs, FAO offices, donors and implementing organizations.

This process does not intent to capture all phytosanitary projects in the world but is based on the good will of the contributors willing to share information on their projects.

The IPPC Secretariat will aggregate all information on projects received.

2.3 Analyse relevance of projects

Following the call for projects, IC members and observers are assigned to individual projects to:

- coordinate with donors or implementing organizations to fill in the parts 1, 2 and 3 of the IC project reporting template;

- complete the parts 4 to 9 of the IC project reporting template;

The IPPC Secretariat will complete the project reporting template for the projects it is managing.

For new ICD projects, the IPPC Secretariat will present a project concept note to the IC who will review it to ensure the project is aligned with the IPPC strategic objectives, has strategic value and a competitive advantage. The project reporting template should not be filled as the information it requests would not be available.

2.4 Discuss and agree upon the relevance of the projects within the IC

During the IC November meeting, the IC members and observers shall discuss, on the basis of the information provided in the project reporting template, the following:

- whether the project's technical resources are relevant to share;

- whether the project's experts are relevant to share;

- whether the project's successes and challenges are relevant to share;

- what action should be concretely taken to share the project's technical resources, experts and successes and challenges and what should be the IPPC network involvement;

- what are the targeted beneficiaries.

2.5 Review the technical resources, experts and successes and challenges of the projects by the IC

The IC members will carefully review the technical resources (guides, training materials, tools, etc.), experts curriculum and successes and challenges of projects to consider whether these are consistent with the IPPC, its ISPMs and recommendations.

2.6 Communicate the technical resources, experts and successes and challenges of the projects

Once technical resources, experts and successes and challenges of projects have been reviewed by the IC, a clear and targeted communication plan should be developed by the IC member assigned to the project, as suggested in Table 2.

Table 2: action to be undertaken and stakeholders to be identified for information from a project.

Information from a project	Communication action to be taken	Stakeholders to be targeted
Technical resources (guides, factsheets, training material, tools)	Posted on the IPP as contributed resources	Specific regions: RPPOs, NPPOs, FAO Offices Specific organizations
Experts	Internal roster of experts	Specific regions: RPPOs, NPPOs, FAO Offices Specific organizations

Successes and challenges	IPP news	IPPC Networks
	CPM session on successes and challenges	

This information will not be made available publicly but will remain internal documents used for the processing of information.

Technical resources will be reviewed by the IC and if deemed relevant posted as contributed resources on the IPP.

IC members should use their networks to promote the resources.

IC project reporting template as part of the strategy and process on how the IC reviews and analyses ICD projects

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Project Title:

Reporter:

Project Code (if applicable):

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IC PROJECT REPORTING TEMPLATE
(NOT TO EXCEED TWO PAGE)

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To be filled in by the donor	**1. Project Profile**	
	Recipient Region(s)/ Countries	
	Donor/ Resource Partner	
	IC Representative (<u>if applicable</u>)	
	IPPC Secretariat Representation (<u>if applicable</u>)	
	RPPO Representation (<u>if applicable</u>)	
	Collaboration / Participating Organizations	
	Project Budget (detailed funds and/or in-kind)	
	Project Timing	YYYY-MM – YYYY-MM
	2. Project Scope and Relevance to the IPPC and main outputs (max 200 words)	
	3. Project Supporting Materials *[e.g. hyperlinks]*	
To be filled in by the assigned IC member and revised by the IC	**4. List project technical resources (i.e. guides, training materials, tools) that could be useful and used by other stakeholders**	
	5. Provide a list of project experts that could be recommended to other stakeholders and describe why	
	6. Describe successes and challenges that could be promoted for the benefit of other stakeholders	

	7. List targeted beneficiaries *[i.e. regions, countries, RPPOs, NPPOs and other institutions]*
	8. List actions to be taken and describe IPPC network involvement *[i.e. the technical resources to be reviewed by the IC; the experts curriculum to be reviewed by the IC; the successes and challenges of the project to be reviewed by the IC, possible project collaboration with the relevant IPPC governing bodies, subsidiary bodies or other committees].*
To be filled in by the assigned IC member and revised by the IC once outputs have been reviewed by the IC	**9. Communication plan: on the basis of answers to questions 7 and 8, develop a detailed and targeted communication plan** *[indicate communication actions to be undertaken and stakeholders to be targeted and means for doing so].*

IC Project Review and Recommend – the IC and relevant experts evaluate a project plan, proposal or concept note in detail against the *IPPC Strategic Framework (2020-2030)* and *IPPC Framework for Standards and Implementation* in order to evaluate and provide recommendations for endorsing the project.

Analyse – the IC members examine the summary reports and detailed reports of ICD related projects to provide update reports to the IC as part of November IC Meeting project reporting activities.

IC Project Steering Committee – IC body responsible for the oversight of business and technical issues associated with IC projects that are essential to the ensuring the delivery of the project outputs and the attainment of project outcomes.

The IC Project Steering Committee is the key body within the IC which is responsible for the governance and technical issues associated with the project that are essential to the ensuring the delivery of the project outputs and the attainment of project outcomes. This includes approving the budgetary strategy, defining and realising outcomes, monitoring risks, quality and timelines, making policy and resourcing decisions, and assessing requests for changes to the scope of the project.

Take on responsibility for the project's feasibility, business plan and achievement of outcomes

Ensure the project's scope aligns with the agreed requirements of the key stakeholder groups

Provide those directly involved in the project with guidance on project governance and technical issues

Ensure effort and expenditure are appropriate to stakeholder expectations

Ensure that strategies to address potential threats to the project's success have been identified, costed and approved, and that the threats are regularly re-assessed

Address any issue which has major implications for the project

Keep the project scope under control as emergent issues force changes to be considered

Reconcile differences in opinion and approach and resolve disputes arising from them

Report on project progress to those responsible at a high level meetings such as Bureau, SPG and CPM.

The components of the project that are to be monitored by the Steering Committee are documented in a Project Business Plan. Once developed, the plan defines the project scope and the Steering Committee as a whole must own the document.